

# Criminal History Record Verification – Fieldprint (Fingerprint submission)

Virginia Office of EMS  
Division of Regulation and  
Compliance  
1041 Technology Park Drive  
Glen Allen, VA 23059  
804-888-9100

If you have questions regarding the Fieldprint (fingerprint submission), please visit the Virginia Office of EMS (OEMS) website [Frequently Asked Questions \(FAQ\)](#).

In order to submit fingerprints, please visit the OEMS [website](#), click on Regulation and Compliance, and then click Fingerprint Submission.

The applicant will have to answer three easy questions. Based on their answers, a FieldPrint code will be generated that the applicant is to use. The applicant will then click the link for FieldPrint and create their FieldPrint account/profile and Fieldprint will guide the applicant through the process.

The applicant must provide the EMS agency number (License number) and their Certification number if they are certified or endorsed. Non-certified applicants will not be asked for a certification number.

The appointment can only be scheduled by the applicant - **not the agency**, as the application is specific to a social security number and is specific to the applicant, **not the agency**.

Again for clarity - agencies **cannot** create profiles or appointments for applicants.

Applicants that **do not** hold a Virginia Office of EMS certification will be required to make payment at the time of scheduling their appointment. FieldPrint fees are as follows: \$35.72 for career agency or \$28.72 for a volunteer agency. Applicants that **are** certified or endorsed by the Virginia Office of EMS will not be prompted to pay.

When the applicant completes the scheduling process a confirmation number will be assigned. Please print or take note of this confirmation number (#) and be prepared to provide this along with two forms of ID, when arriving for your appointment. This confirmation also serves as receipt of payment and successful scheduling of fingerprint submission.

**\*\*If the Fieldprint location is too far away or the available hours are too limited, an option is available for FieldPrint to mail the applicant a paper and ink card that the applicant will take to their local law enforcement station or office to be completed, then mailed back to Fieldprint for processing.**

For more information on how to exercise this option, please contact Mrs. Katie Hodges in the Regulation and Compliance Division at 804-888-9133.